



**PLUMBER**  
**Plumber, Pre-Apprentice**  
**87502J\_\_\_\_\_**

**TRAINING ACHIEVEMENT RECORD (TAR) FOR:**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Date Entered Training: \_\_\_\_\_

☐ Completed or ☐ Terminated Training Date:

**PREREQUISITE:** None

**JOB CORPS CENTER:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Instructor: \_\_\_\_\_

DUTIES AND TASKS				PERFORMANCE RATING	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS		
A. Employability Skills									
1.	Demonstrate the ability to dress properly for work.			1	2	3	_____	_____	_____
2.	Demonstrate the ability to arrive for work on time.			1	2	3	_____	_____	_____
3.	Demonstrate the ability to respond appropriately to supervision.						_____	_____	_____
4.	Demonstrate the ability to follow directions.			1	2	3	_____	_____	_____
5.	Demonstrate the ability to listen effectively.			1	2	3	_____	_____	_____
6.	Demonstrate the ability to ask for clarification when further information is required.			1	2	3	_____	_____	_____
7.	Demonstrate the ability to share information and explain procedures to another person.			1	2	3	_____	_____	_____
8.	Demonstrate the ability to take initiative.			1	2	3	_____	_____	_____
9.	Demonstrate the ability to satisfy customers.			1	2	3	_____	_____	_____
10.	Demonstrate the ability to work as a member of a team.			1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
11. Demonstrate the ability to work harmoniously diverse races, sexes, ages and cultures.	1	2	3	_____	_____	_____
12. Demonstrate the ability to troubleshoot and solve problems.	1	2	3	_____	_____	_____
13. Demonstrate the ability to access and use information from manuals, and computers.	1	2	3	_____	_____	_____
14. Demonstrate the ability to maintain good hygiene.	1	2	3	_____	_____	_____
15. Demonstrate the ability to stay on task.	1	2	3	_____	_____	_____
16. Demonstrate the ability to maintain tools and equipment properly.	1	2	3	_____	_____	_____
<b>B. Safety</b>						
1. Demonstrate personal safety rules/OSHA regulations.	1	2	3	_____	_____	_____
2. Demonstrate shop safety rules/OSHA regulations.	1	2	3	_____	_____	_____
3. Demonstrate electrical safety procedures/OSHA regulations.	1	2	3	_____	_____	_____
4. Demonstrate basic first aid techniques.	1	2	3	_____	_____	_____
<b>C. Tools</b>						
1. Identify and safely use basic hand tools.	1	2	3	_____	_____	_____
2. Identify and safely use power tools.	1	2	3	_____	_____	_____
<b>D. COUNTER SKILLS</b>						
1. Identify plumbing fixtures, appliances and equipment.	1	2	3	_____	_____	_____
2. Demonstrate ability to accurately use a calculator & 10-key adding machine.	1	2	3	_____	_____	_____
3. Demonstrate proper telephone technique and order processing.	1	2	3	_____	_____	_____
4. Demonstrate ability to use a copier machine.	1	2	3	_____	_____	_____
5. Demonstrate ability to use a FAX machine.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
6. Use computer to maintain inventory.	1	2	3	_____	_____	_____
7. Take physical inventory.	1	2	3	_____	_____	_____
8. Locate items in a parts catalog.	1	2	3	_____	_____	_____
9. Locate and pull items from bins.	1	2	3	_____	_____	_____
10. Assemble orders at counter and write invoices/sales slips.	1	2	3	_____	_____	_____
11. Complete cash and charge sales.	1	2	3	_____	_____	_____
12. Calculate/read sales tax table.	1	2	3	_____	_____	_____
13. Inspect damaged parts and identify parts needed.	1	2	3	_____	_____	_____
<b>E. MATH</b>						
1. Convert numbers and improper fractions.	1	2	3	_____	_____	_____
2. Read a rule to the nearest 1/8 of an inch.	1	2	3	_____	_____	_____
3. Calculate using addition and subtraction.	1	2	3	_____	_____	_____
4. Calculate using multiplication and division.	1	2	3	_____	_____	_____
5. Calculate the slope required for building and sewer lines.	1	2	3	_____	_____	_____
6. Scale blueprints.	1	2	3	_____	_____	_____
<b>F. PIPE CUTTING AND JOINING</b>						
1. Identify common plumbing materials, fittings, fixtures, appliances and equipment.	1	2	3	_____	_____	_____
2. Cut copper tubing and pipe with tubing cutter.	1	2	3	_____	_____	_____
3. Join pipe (tubing) to fittings using sweat method.	1	2	3	_____	_____	_____
4. Join pipe (tubing) to fittings using compression method.	1	2	3	_____	_____	_____
5. Join pipe (tubing) to fittings using flare method.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
6. Cut steel pipe with hand pipe cutter and thread pipe with hand held ratchet type die.	1	2	3	_____	_____	_____
7. Cut steel pipe with power pipe cutter and thread pipe with power driver vise stand.	1	2	3	_____	_____	_____
8. Join steel pipe with iron fittings.	1	2	3	_____	_____	_____
9. Cut plastic pipe with handsaw and scissor cutter.	1	2	3	_____	_____	_____
10. Join plastic pipe using solvent welding method.	1	2	3	_____	_____	_____
11. Cut cast-iron pipe with soil pipe cutter.	1	2	3	_____	_____	_____
12. Cut pipe with cut off/chop saw.	1	2	3	_____	_____	_____
13. Join C.I. no-hub pipe with no-hub couplings.	1	2	3	_____	_____	_____
14. Join hub and spigot C.I. pipe with Neoprene gaskets.	1	2	3	_____	_____	_____
<b>G. PLUMBING SYSTEM INSTALLATION</b>						
1. Locate/mark holes for plumbing and install pipe through wood walls, ceilings and floors.	1	2	3	_____	_____	_____
2. Locate/mark holes for plumbing and install pipe through metal walls, ceilings and floors.	1	2	3	_____	_____	_____
3. Locate/mark holes for plumbing and install pipe through concrete walls, ceilings and floors.	1	2	3	_____	_____	_____
4. Secure horizontal and vertical lines of pipe to wood surfaces	1	2	3	_____	_____	_____
5. Secure horizontal and vertical lines of pipe to metal surfaces.	1	2	3	_____	_____	_____
6. Secure horizontal and vertical lines of pipe to masonry surfaces.	1	2	3	_____	_____	_____
7. Demonstrate proper excavation and bedding of pipe procedures for a full bath.	1	2	3	_____	_____	_____
8. Install floor mount water closet.	1	2	3	_____	_____	_____
9. Install Kitchen sink with faucet.	1	2	3	_____	_____	_____
10. Install lavatory sink with faucet.	1	2	3	_____	_____	_____
11. Install tub/shower combination with faucet.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
12. Install dishwashers.	1	2	3	_____	_____	_____
13. Install garbage disposal.	1	2	3	_____	_____	_____
14. Identify plumbing fixtures, appliances and equipment.	1	2	3	_____	_____	_____
15. Rough-in DWV systems for a full bath.	1	2	3	_____	_____	_____
16. Install water distribution systems for a full bath.	1	2	3	_____	_____	_____
17. Install gas piping for water heater and furnace.	1	2	3	_____	_____	_____
18. Install water closet carrier and set stool.	1	2	3	_____	_____	_____
19. Install electric hot water heaters.	1	2	3	_____	_____	_____
20. Install gas hot water heaters.	1	2	3	_____	_____	_____
<b>H. PLUMBING SYSTEM TESTING</b>						
1. Pressure test water distribution system/air/hydro	1	2	3	_____	_____	_____
2. Make water tests on building drains.	1	2	3	_____	_____	_____
3. Locate leaks in gas supply using soapy water.	1	2	3	_____	_____	_____
<b>I. MAINTENANCE AND REPAIR</b>						
1. Remove obstructions from water closet drains using closet auger.	1	2	3	_____	_____	_____
2. Disassemble and assemble "P" traps to clear lavatory or sink drains with cleaning machine.	1	2	3	_____	_____	_____
3. Remove obstructions from main drain lines using power drain cleaner (cleaning machine.)	1	2	3	_____	_____	_____
4. Repair leaking water faucets or valves.	1	2	3	_____	_____	_____
5. Repair tank type water closet.	1	2	3	_____	_____	_____
6. Repair and adjust flushometer valves (Sloan Valve)	1	2	3	_____	_____	_____
7. Free jammed garbage disposal.	1	2	3	_____	_____	_____
8. Replace thermocouple.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
9. Replace electric water heater element; high limit shut-off and thermostat	1   2   3	_____	_____	_____
<b>J. (Optional Employer Specific Skills)</b>				
1. _____	1   2   3	_____	_____	_____
2. _____	1   2   3	_____	_____	_____
3. _____	1   2   3	_____	_____	_____
4. _____	1   2   3	_____	_____	_____
	1   2   3	_____	_____	_____
	1   2   3	_____	_____	_____

## DIRECTIONS FOR COMPLETING THE TRAINING ACHIEVEMENT RECORD

- A. When the student performs a task listed in the "**DUTIES AND TASKS**" column, the instructor should rate the student's level of performance by circling 1, 2 or 3 in the "**PERFORMANCE RATING**" column.

**Rating Scale:**

- 3- Proficient and able to teach others:** The student consistently performs the task accurately without supervision. The student possesses sufficient skill to teach the task to others.
- 2- Proficient:** The student performs the task to industry standards with little or no supervision. This is the minimum performance rating for TAR skill completion.
- 1- Exposed/not proficient:** Student has been introduced to the task, but cannot perform the task to industry standards.

1. If the student performs the task at a level 1, circle the number in pencil so that it can later be erased and entered permanently as a 2 or 3 when the student improves his/her performance. A performance level of 2 is satisfactory (passing) and can be entered permanently or, at the instructor's discretion, circled in pencil to allow the student to improve his/her performance at a later date.
2. When the student performs the task to the instructor's satisfaction, (**at a level of 2 or 3**) circle the appropriate performance rating, and enter the date in the "**DATE COMPLETED**" column. The instructor and student should initial the **DUTY** area when **all the tasks** in that duty area are completed.

- B. When the student completes the TAR or terminates the program before completing the TAR, the instructor must finalize the TAR by doing the following:

1. Check the appropriate box and enter the date that the student completed the TAR or terminated the training program in the space provided at the top of page 1: (O Completed or O Terminated Training: \_\_\_\_\_ ).

Date

2. Complete the Certification/Summary page of the TAR.

- C. The final section, "**EMPLOYER SPECIFIC SKILLS**," is an optional section which can be used to make note of important job skills the student has acquired but are not specifically listed elsewhere on the TAR, or to denote supplemental skills a prospective employer may require of a student before he or she is offered employment.
- D. For all students, center staff must record on the *Job Corps Student Profile (Form ETA 6-40)* the O\*NET code(s) and completer level(s) achieved.